

# Offering a candidate

## Key steps

Once you're ready to offer a position to offer a candidate, you should follow these steps:

- as the hiring manager you should contact the resourcing team to update them on the outcome of interviews and let them know which candidate you'd like to offer
- you should let the resourcing team know what salary you intend to offer the successful candidate
- the salary range for your vacancy will have been approved at the beginning of the recruitment process, however if you intend to make an offer that's outside the advertised range you should inform the resourcing team and contact your People Partner before speaking to the candidate
- you must also share the eligibility to work (ETW) documents for the successful candidate with the resourcing team – **no offer of employment can be made until the team has received these documents**
- once you have informed the resourcing team of the outcomes of your interviews and shared salary information and ETW documents, you should contact the successful candidate to offer them the position
- remember many candidates will have more than one offer on the table so sell the benefits of working at Co-op and tell them why you've chosen them to be part of your team
- if the candidate accepts our offer you should agree a provisional start date but let them know that this is subject to pre-employment screening, and the resourcing team will soon share a conditional offer of employment with them by email
- let the resourcing team know the candidate has accepted our offer, and they will process the e-offer

The resourcing team will let you know when the candidate has formally accepted our offer of employment. Once the candidate has passed their pre-employment screening checks, the resourcing team will add them to MyHR ready for their first day.

## Hints, tips and watch-outs

- a candidate cannot start with us until they've been set up on MyHR/MyTeam – this usually takes about a week
- your new starter will need to add their bank details to MyHR on their first day – if they don't do this they won't get paid!

- in accordance with the GDPR you must confidentially destroy all unsuccessful candidate ETW documentation